OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES

VACANCY ANNOUNCEMENT

Position: Assistant Director   **Announcement Number:** IG-08-03
            Management Advisory Services

Opening Date: February 13, 2008   **Location:** Washington, DC
Closing Date: March 5, 2008

Salary: $119,633 - $149,334* (HS-13)   **FLSA Category:** Exempt
*Commensurate with qualifications and experience

Job Summary: Incumbent serves as a Management Advisory Assistant Director responsible for assisting the Director, Management Advisory Services, in the management and direction of all in-house and contract reviews in evaluating, streamlining, and improving the U.S. House of Representatives (House) practices and in providing best practices guidance during House system development activities. Experience with PeopleSoft (or similar Enterprise Resource Planning package), TeamMate, business process improvement methodologies, and/or system development life cycle projects is preferred.

Major Duties:

1) Assists in the direction and control of all management advisories designed to (i) evaluate the effectiveness of system development and project management practices, (ii) identify and recommend business process improvements by applying lean management principles, six-sigma concepts and other process improvement methodologies, and (iii) advise management on meeting its objectives using a risk-based approach.

2) Supervises concurrent reviews of multiple U.S. House of Representatives entities and sub-entities.

3) Manages advisories through the development of the advisory programs, assignment of resources, completion of field work, and preparation of draft reports.

4) Performs risk assessments of House activities, prioritizes the results, and writes briefing documents for annual planning purposes.

5) Coordinates the timely resolution of all management advisory recommendations with appropriate U.S. House of Representatives management personnel.

6) Proposes short- and long-range management advisory plans and priorities for the OIG, initiates actions to improve review coverage, quality, effectiveness, and the usefulness of advisory reports.

7) Develops task orders, evaluates proposal bids, and manages contractor staff.

Position: Assistant Director, Mgmt Advisory Svcs   **Announcement Number:** IG-08-03
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Requirements: Experience and knowledge of reviewing/auditing internal controls, management techniques, business process improvement methodologies, and supporting system development life cycle activities. Must have skill in (i) establishing and maintaining effective working relationships with high ranking officials, and (ii) effective oral and written communications. Additionally, must have a minimum of 24 semester hours of accounting (may include up to 6 semester hours in business law). The auditor will make formal and informal presentations regarding the nature of the audit work to auditee management and other interested personnel.

Work Environment and Physical Demands: The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary. There may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Supervisory Controls: Incumbent reports to the Director, Management Advisory Services.

Additional Requirements and Information:

1. Must be eligible for and maintain a Secret Security Clearance (U.S. Citizen)

2. Relocation expenses will not be paid.

3. Office does not have a Telecommute Program.

4. This is a drug testing designated position.

5. Professional Certification desired.

SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

> FAX: (202) 225-4240
> Email: HouseIG@mail.house.gov

> Point of Contact: Jaima List or Terry Grafenstine, (202) 226-1250

DO NOT MAIL resumes. Mail external to the U.S. House of Representatives is seriously delayed due to security screening.